

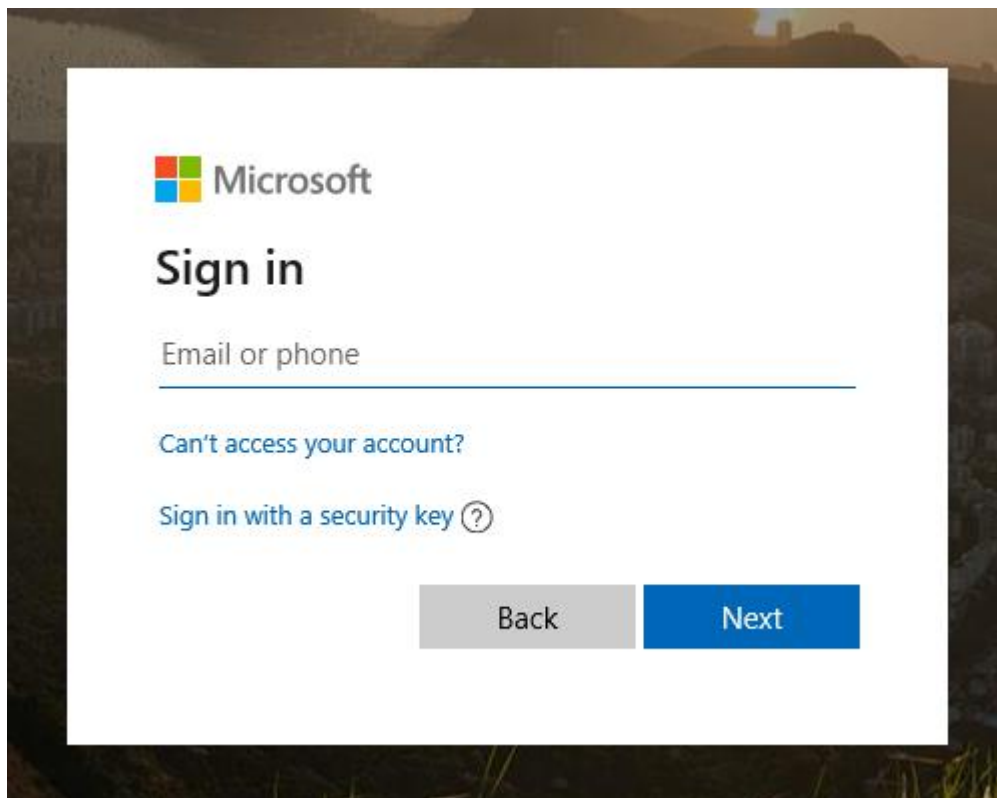


## Sign in Instructions

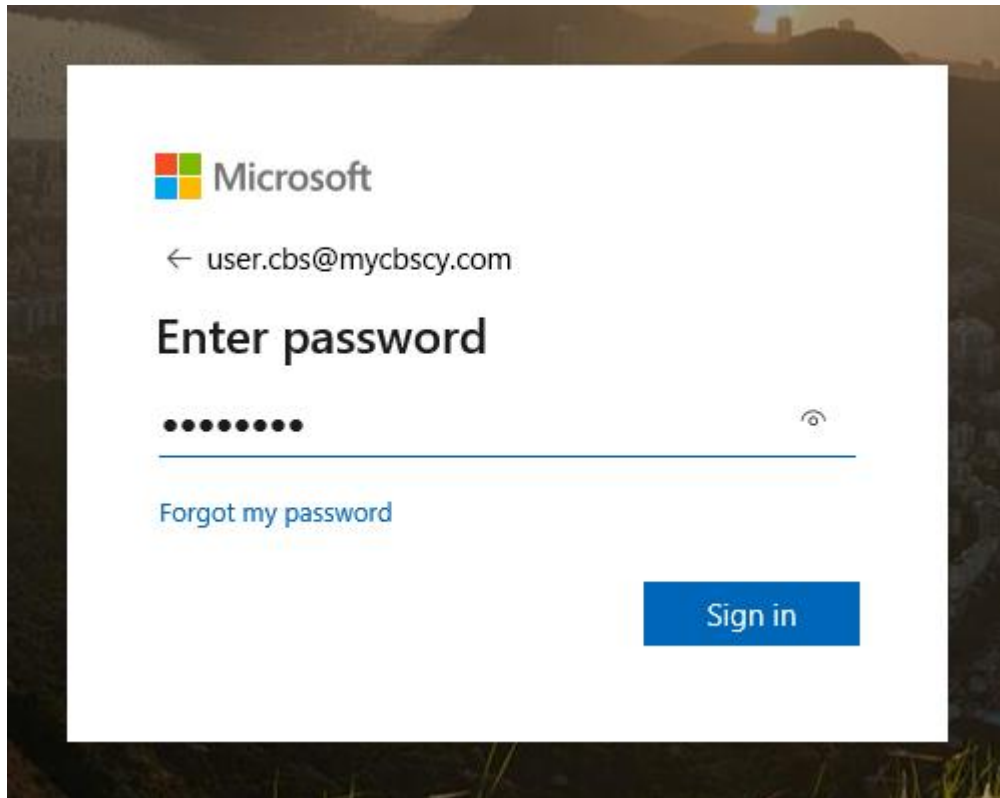
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Once you get your Office 365 **Email** and **Password** you should follow the instructions below:

1. Go to the Office 365 portal at <https://portal.office.com/>
2. Enter your Email and then press **Next**.



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3. Enter your Password and then press **Sign in**.

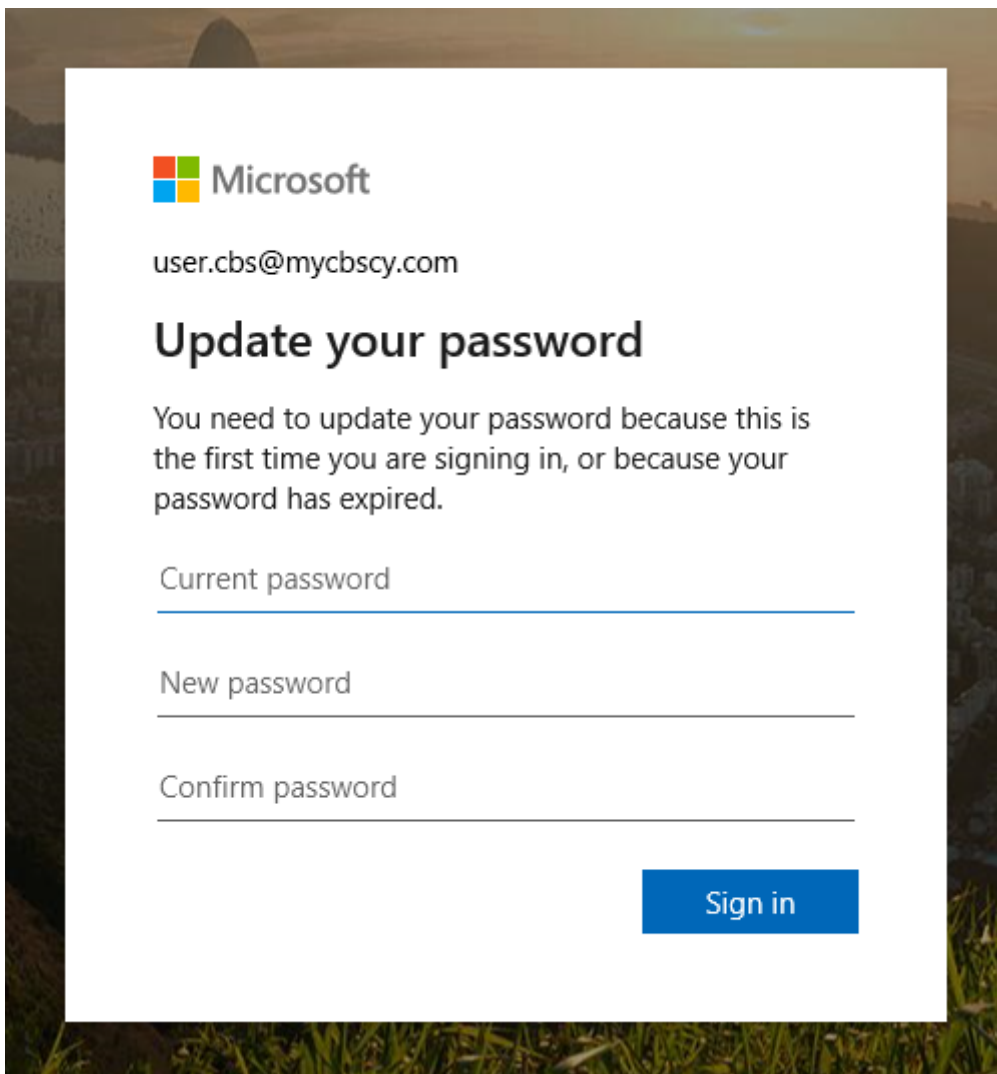


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4. Since it's the first time you are trying to sign in you will be asked to update your password.

Passwords need to be at least 8 characters long, with at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols. **It is your responsibility to remember and keep your Password confidential.**

In the field [Current password] enter the Password initially given to you. In the field [New password] enter your New password. In the field [Confirm password] re-enter your New password.

**Press Sign in.**

A screenshot of a Microsoft password update form. The form is white and centered on a background image of a sunset over a field. At the top left is the Microsoft logo. Below it is the email address 'user.cbs@mycbscy.com'. The main heading is 'Update your password'. Below the heading is a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields: 'Current password', 'New password', and 'Confirm password'. At the bottom right is a blue button with the text 'Sign in'.

That's it, you are in!

Office 365

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Good afternoon

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